

Human Resources – Directory of Services

Employee Change in Status Process

Procedures, Forms	Abbey Aldrich	x4095
Skyward System	Abbey Aldrich	x4095

Fringe Benefit Administration

Insurance Programs	Julie Kaczmarek	x4012
<i>Health, Dental, Life Insurance, Long Term Disability, Worker's Compensation, Flexible Benefit Accounts</i>	Susan Young	x4082

Labor Relations

Contract Negotiations	Nik Lightfoot <i>(Certified)</i>	x4028
	Brady Flies <i>(Classified)</i>	x4031
Master Agreement Administration	Brady Flies	x4031
Grievance/Complaint Administration	Brady Flies	x4031

Leave of Absence Administration

Accounting of Paid Leave Balances	Susan Young	x4082
Maternity, Child Care, or Medical	Sathya Jaganathan <i>(if last name starts with A-L)</i>	x4015
	Alise Hofstad-Parkhill <i>(if last name starts with M-Z)</i>	x4032
Mobility, Personal, and Sabbatical Leave	Brady Flies	x4031

Program Maintenance

Licensure Renewal	Brady Flies	x4031
Seniority Lists	Abbey Aldrich	x4095
Position Evaluation	Brady Flies	x4031
Union Reports	Abbey Aldrich	x4095
Star Report	Abbey Aldrich	x4095
Frontline Professional Growth	Abbey Aldrich	x4095

AESOP	Abbey Aldrich	x4095
True Time	Abbey Aldrich	x4095
TalentEd (Perform)	Abbey Aldrich	x4095
<u>Recruitment, Selection, and Employment</u>		
Policy	Brady Flies	x4031
Job Postings/Applitrack	Abbey Aldrich	x4095
Substitutes/AESOP	Abbey Aldrich	x4095
New Employee Orientation/On-Boarding	Sathya Jaganathan <i>(if last name starts with A-L)</i> Alise Hofstad-Parkhill <i>(if last name starts with M-Z)</i>	x4015 x4032
Verification of Employment	Sathya Jaganathan <i>(if last name starts with A-L)</i> Alise Hofstad-Parkhill <i>(if last name starts with M-Z)</i>	x4015 x4032
Equal Employment Opportunity	Brady Flies	x4031
<u>Separations</u>		
Resignations, Retirements	Brady Flies	x4031
<u>Wage Administration</u>		
Employment Contracts	Brady Flies	x4031
Wage Offers <i>Certified</i>	Brady Flies	x4031
Wage Offers <i>Classified</i>	Abbey Aldrich	x4095
Lane Change Requests	Abbey Aldrich	x4095
Payroll <i>(Last name A-L)</i>	Jackie Gryczan	x4011
Payroll <i>(Last name M-Z)</i>	Kenneth Woodard	x4010
<u>Additional Contact Numbers:</u>		
Teacher Retirement Association (TRA)	651-296-2409	
Public Employee Retirement Association (PERA)	651-296-7460	